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ABSTRACT

Designed to be used as a guide for public librarians and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law, this manual is divided into two major sections covering public librarian certification and certification renewal/continuing education requirements. The first section includes discussions of library board responsibility, voluntary certification, statutory authority, requirements and grade levels of certification, provisional certification, equivalencies, how to obtain a certificate, certification appeals, and certification renewal. Topics covered in the second section include statutory authority, required continuing education for recertification, definition of continuing education, continuing education validators, possible providers of continuing education, continuing education activities, the certification renewal process, and explanatory notes on continuing education activities; the recertification process is also depicted in a decision chart, and a conversion chart is provided for the assignment of contact hours for continuing education activities. Sample certification application, learning activity report, and annual summation of learning activities forms and a listing of Wisconsin public library systems continuing education validators are appended. (KM)

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Wisconsin Certification Manual
For
Public Librarians

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Public Librarian Certification

Preface

This manual for public librarian certification and certification renewal has been prepared by the Division for Library Services as a guide for public librarians and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law. The guidelines and procedures outlined are effective as of the date of their publication.

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921 when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was then, and continues to be, that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs and services.

Library Board Responsibility

Public library boards of trustees are responsible for employing administrators who are either appropriately certified or are eligible for certification. Trustees recruiting for administrative positions should specify eligibility for a Wisconsin public librarian certificate but should not require the certificate for hiring. If a library board of trustees does not receive applications from candidates currently eligible for certification, it may request a permit from the Division to employ a person without the required certificate for a period not to exceed one year. The permit may be renewed for one year if the administrator can demonstrate progress toward compliance with the educational prerequisites for the applicable grade of certification.

A librarian's certificate from another state which requires standards equal to those of Wisconsin may be accepted by the Division as a basis for granting a Wisconsin Librarian Certificate.

Voluntary Certification

Certification is not required by law for library personnel other than administrators. Nonadministrators may, however, apply for whichever grade level of certification they are eligible. Voluntary certification will be in accordance with the principles and procedures that apply to required certification as set forth in the *Wisconsin Statutes* and the *Administrative Code*.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards of trustees as either conditions of employment for nonadministrative positions or as requirements for advancement within an organization.

Statutory Authority

Chapter 43 of the *Wisconsin Statutes* contains the following references to librarian certification:

> *Section 43.05(8)* **General duties of the division.** *The division shall: (8) Establish standards for and issue certificates to public librarians under s. 43.09(1).*
>
> *Section 43.07(1)* **Council on library and network development.** *The council shall: (1) Make recommendations to the division in regard to the development of standards for the certification of public librarians and standards for public library systems under s. 43.09.*
>
> *Section 43.09* **Certificates and standards.** *(1) PUBLIC LIBRARIANS. The division shall issue certificates to public librarians and promulgate, under Ch. 227, necessary standards for public librarians. The qualifications for public librarians shall be based on education, professional training and experience. Certificates already granted prior to December 17, 1971, shall remain in effect.*
>
> *Section 43.15(4)(c)6.* **Standards for public library systems.** *(4) METHOD OF ORGANIZATION. (c) A municipal, county or joint public library may participate in a public library system if it meets all the following requirements: 6. Employs a head librarian holding current public library certification from the department of public instruction.*
>
> *Section 43.18 (2m)* **Withdrawal, abolition and expulsion.** *(2m) EXPULSION. With the approval of the division, a public library system may expel, or reduce aids or services to, a municipality or county that fails to meet the requirements under s. 43.15(2) or (4).*

Requirements and Grade Levels of Certification

The grade levels and requirements for public librarian certification are found in the *Wisconsin Administrative Code*. There are four grades of certification based upon educational requirements. The population of the municipality or municipalities supporting a library determines the grade level of certification required of its administrator. Certificates will be granted to only those librarians employed in Wisconsin public libraries.

The following excerpts from Section PI 6.03 of the *Wisconsin Administrative Code* describe the requirements and grade levels of certification.

PI 6.03 Public librarian certification. (1) In this section:

> *(a) "Administrator" means the head librarian or other person appointed by a library board under s. 43.58(4), Stats., or by a library system board under s. 43.17(4), Stats., to direct and administer the library or system.*
>
> *(b) "Municipality" shall have the meaning set forth in 43.01(3), Stats., and shall include a public library system established under s. 43.19 or 43.21, Stats.*
>
> *(2) Administrators employed by a public library system, county library system or any municipal public library except in a city of the first class supported in whole or in part by public funds, shall hold certification as described in this section. The certification level for other individuals on the library staff may be determined by each individual library*

board. Applications for librarian certificates under this section shall be made in writing to the division.

(3) The following requirements and grades of certification are established:

(a) Grade I. Administrators of public libraries in municipalities with a population of 8,000 or more and administrators of public library systems and county library systems shall hold grade I certificates. Grade I certificates shall be granted to applicants holding both a Bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a fifth year degree from a library school program accredited by the American library association. An applicant holding a fifth year degree from an unaccredited library school program may be granted a grade I certificate if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

(b) Grade II. Administrators of public libraries in municipalities with a population of between 4,000 and 7,999 persons shall hold at least grade II certificates. Grade II certificates shall be granted to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by successfully completed courses in public library administration, selection of all types of library materials, organization of library materials and reference and information services.

(c) Grade III. Administrators of public libraries in municipalities with a population of between 2,000 and 3,999 persons shall hold at least grade III certificates. Grade III certificates shall be granted to applicants having successfully completed 2 years of study in a college or technical institution with courses in liberal arts and science or equivalent and the university extension directed home-study course: library management for public librarians or equivalent coursework approved by the division.

(d) Grade IV. Effective January 1, 1982, administrators of public libraries in municipalities with a population under 2,000 persons shall hold at least grade IV certificates. Grade IV certificates shall be granted to applicants who hold a high school diploma or equivalent and have successfully completed the university of Wisconsin extension directed home-study course: basic library management for public librarians or equivalent coursework approved by the division.

Provisional Certification

Provisional certification will be granted by the Division to:

Newly employed administrators without the requisite certification. The *Wisconsin Administrative Code*, PI 6.03(6) states:

(6) If the division finds that a library board subject to this section is unable to secure a librarian who holds the requisite certification, the division may grant a permit to employ a person without the required certificate for a period not exceeding one year and such permit, in case of emergency, may be renewed for a period of one year upon a showing that the individual employed under that permit has made substantial progress toward compliance with the educational prerequisites for the applicable grade of of certification.

Equivalencies

In several sections of the *Administrative Code* the Division for Library Services is allowed discretion in determining equivalencies for educational requirements. Generally, judgment as to equivalencies will be handled on a case-by-case basis. The Council on Library and Network Development will be consulted when repeated interpretation is needed. The following guidelines will be used:

1. GED and CLEPP examinations will be evaluated as equivalent to high school and college degrees, respectively.

2. Applicants with degrees from unaccredited library school programs may be granted Grade I certification at the discretion of the Division under the following circumstances:

   a. A Master's Degree in library science is earned.
   b. Two years of library experience is gained after graduation.

How to Obtain A Certificate

1. To obtain an application form, write to:

   Public Librarian Certification
   Wisconsin Department of Public Instruction
   Division for Library Services
   125 South Webster Street
   P.O. Box 7841
   Madison, WI 53707

2. Send the entire completed certification/certification renewal application form to the Division with the attached:

   a. Official transcripts or a copy of diplomas showing completion of academic and library education, and

   b. A fee of $20.00 for Grades I and II, and $10.00 for Grades III and IV. This is a nonrefundable fee.

3. The State Superintendent signs and issues certificates which are then sent to the applicants.

4. One copy of the application form will be returned with the certificate, and one copy will be sent to the system validator.

5. Certificates issued after May 1, 1979 are granted for a five (5) year period. Those granted prior to that date continue to be valid.

Certification Appeals

Applicants to the Division for public librarian certification/certification renewal who are either denied certification or certification at the requested grade level may appeal the Division's decision by

bringing the matter before the attention of the State Superintendent of Public Instruction for resolution according to the procedure set forth in Chapter PI 1 of the *Wisconsin Administrative Code*.

Appeals signed by the aggrieved party should be filed in writing with the Superintendent specifying the attendant facts and the relief sought. The Superintendent will direct an investigation into the circumstances surrounding the matter and will make a decision.

System validators may seek the Division's opinion for an interpretation of the certification manual regarding the validity of specific learning activities. Appeals regarding the decisions of system validators in respect to learning activities should be directed to the system administrator and the system board. The system board may consult with the Division before rendering a decision.

Certification Renewal

All persons certified after May 1, 1979 are required to show evidence of continuing library education and to apply for certification renewal every five years.

1. Send the entire completed certification/certification renewal application form to the Division with the attached:

   a. Copies of validated annual report forms as evidence of completion of continuing education requirements.

   b. A fee of $20.00 for Grades I and II and $10.00 for Grades III and IV.

2. The State Superintendent will sign and issue a new certificate which will be sent to the applicant with a copy of the application form. System validators will also receive a copy of the application form.

Certification Renewal/Continuing Education Requirements

Preface

The rapid increase in human knowledge, specifically in the information, library and media fields, makes it imperative that librarians increase their skills and knowledge through continuing education. The purpose of mandatory continuing education for public librarians is to upgrade the library profession, to enrich the individual librarian and to ensure quality library service.

Statutory Authority

The *Wisconsin Administrative Code*, PI 6.03(4), (5) states:

> *(4) All certificates shall be granted for 5-year periods. Certificates granted under previous certification rules shall continue to be valid.*
>
> *(5) Certificates may be renewed upon evidence which satisfies the division that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession. In system areas the applicable public library system, and in non-system areas the municipal library shall*

assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

Required Continuing Education for Certification Renewal

Requirements for certification renewal are based upon the accumulation of Continuing Education Points (CEPs). One Continuing Education Point (CEP) is the equivalent of 10 hours of participation in a learning activity—contact hours. To determine the number of contact hours for individual learning activities, consult the Conversion Chart (page 14).

1. Individuals certified at Grade I and II levels are required to accumulate (as validated) 15 CEPs in the five year period prior to certification renewal.

2. Individuals certified at Grade III and IV levels are required to accumulate (as validated) 10 CEPs in the five year period prior to certification renewal.

3. Continuing Education Points must be earned during the five-year period immediately preceding the renewal of the certificate. It is not possible to bank CEPs from one certification period into another.

4. No more than one-third (⅓) of the CEPs accumulated for the purpose of certification renewal can be accomplished through Categories D and I (see Conversion Chart on page 14).

5. Certificates are valid until the last day of the month in which they expire.

6. Administrators who are continuously employed in a Wisconsin public library during the life of their certificate must accumulate the requisite number of CEPs in order to receive a renewed certificate.

Definition of Continuing Education

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is designed to keep librarians abreast of new knowledge and developments within their field, update their basic education, enhance their job competence, or lead to specialization in a new area of librarianship. Continuing education opportunities include both formal and informal learning situations and need not be limited to library subjects or the offerings of library education programs but should be related to the field of librarianship. Formal learning is defined as courses offered for academic credit and/or continuing education units (which are translated into CEPs) by recognized institutions of higher education. Informal learning is defined as any other learning activities which are listed in this document.

Although continuing education includes staff development as one of its elements, the distinction between the two should be kept in mind when pursuing continuing education activities relevant to certification renewal. Whereas continuing education is the process in which self-assessment of individual needs and goals is paramount, staff development activities are initiated by the employing library and are primarily aimed at and reflect the needs of the organization. As such they are usually work-related and are not to be considered valid continuing education activities. Examples include: orientation of new staff; workshops on how to complete forms and documents required by the library; summer reading planning meetings; precomputer installation training sessions; the preparation of internal manuals, guides or other internal documents; film previewing sessions; and annual librarians' meetings.

Continuing Education Validators

Wisconsin's public librarian certification renewal program is based on the philosophy of self-directed learning. Public library systems designate continuing education validators to work with individuals in identifying learning needs, setting goals, and evaluating the outcome of learning activities. Validators keep abreast of all types of continuing education activities offered in their region and statewide and are also aware of grants for continuing education. A primary role of the validator is to review the Learning Activity forms and Annual Summation forms of continuing education participants.

Possible Providers of Continuing Education

- Academic Institutions
- Formal Associations (WLA, ALA, etc.)
- Individual Libraries
- Systems or Networks of Libraries
- Statewide Resources (CCBC, etc.)
- Learning Consultants (as applied to self-directed activities)

Continuing Education Activities

The following are examples of types of continuing education activities which will be considered valid for the purpose of certification renewal.

- Formal Group Activities
- Formal Individual Activities
- Informal Group Activities
- Self-learning, Consultation, Self-assessment Activities
- Publications
- Presentations and Exhibits
- Teaching
- Participation in Association Activities
- Other Learning Experiences

The Certification Renewal Process:

(See also Decision Chart)

The Individual

1. Initiates certification application to the Division for Library Services.
2. Involves self in continuing education activities for certification renewal.
3. Records those activities on individual Learning Activity form and submits copy to validator (see Appendix).
4. Submits Annual Summation form to validator (see Appendix).
5. Applies for certification renewal every five years and submits Annual Summation forms.

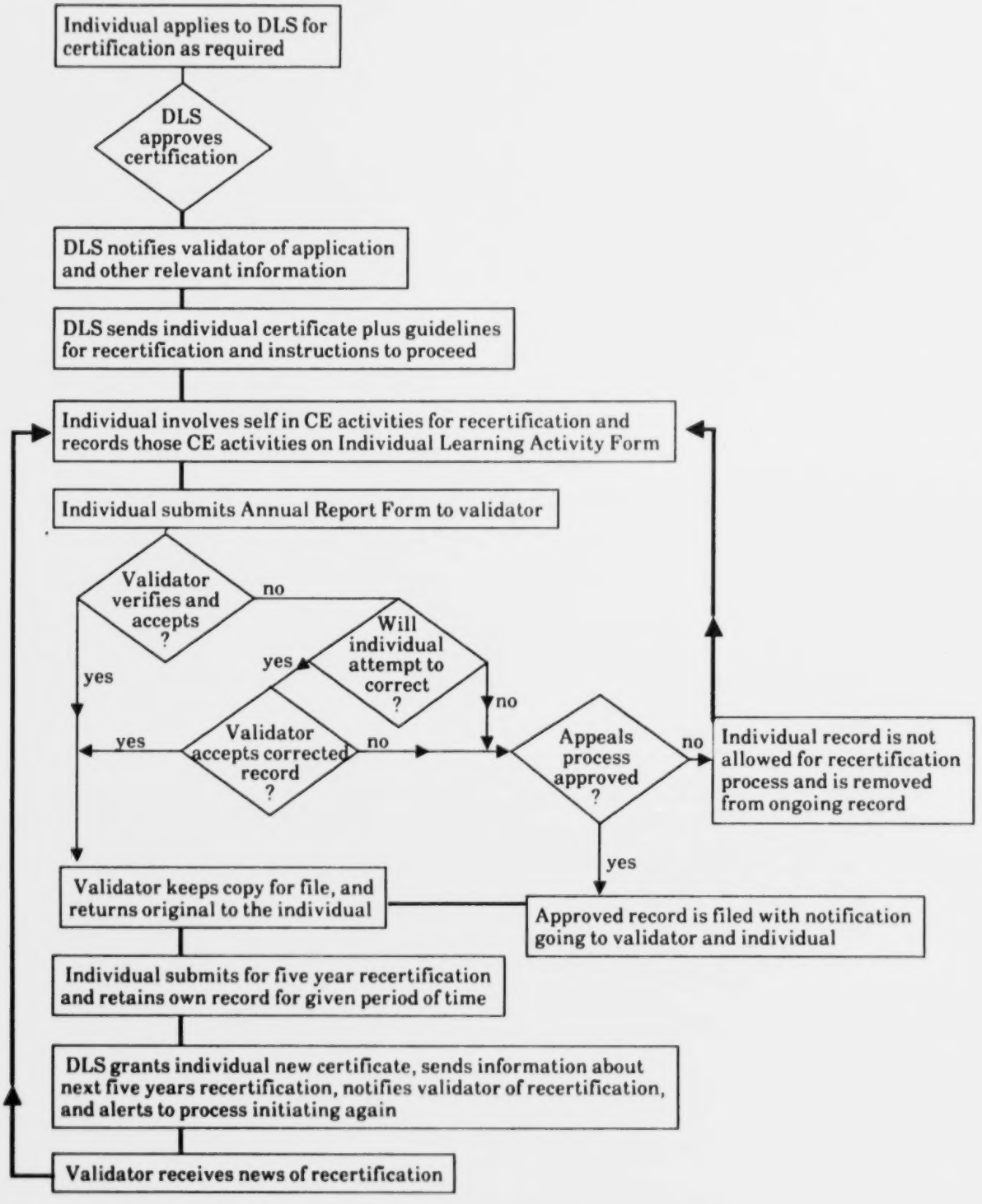
The Validator

1. Receives individual Learning Activity forms and Annual Summation forms and supporting documents for validation from individual.
2. Accepts or rejects record.
3. Keeps copy of Annual Summation form for file and returns original to individual.
4. Receives news of certification renewal from the Division.

The Division for Library Services

1. Approves and issues individual certification.
2. Notifies individual and validator of certification/certification renewal.
3. Notifies individual when time to apply for certification renewal is near.

Decision Chart: Recertification Process


Individual applies to DLS for certification as required
DLS approves certification
DLS notifies validator of application and other relevant information
DLS sends individual certificate plus guidelines for recertification and instructions to proceed
Individual involves self in CE activities for recertification and records those CE activities on Individual Learning Activity Form
Individual submits Annual Report Form to validator
Validator verifies and accepts ?
no
yes
Will individual attempt to correct ?
yes
no
Validator accepts corrected record ?
yes
no
Appeals process approved ?
no
Individual record is not allowed for recertification process and is removed from ongoing record
yes
Validator keeps copy for file, and returns original to the individual
Approved record is filed with notification going to validator and individual
Individual submits for five year recertification and retains own record for given period of time
DLS grants individual new certificate, sends information about next five years recertification, notifies validator of recertification, and alerts to process initiating again
Validator receives news of recertification

Explanatory Notes on Continuing Education Activities

(To be used with Conversion Chart)

One Continuing Education Point (CEP) is the equivalent of 10 contact hours of learning or other activity included in the categories listed below. A Continuing Education Unit (CEU) translates directly into a CEP. A contact hour is 60 minutes of continuous participation in a learning activity. Credit is granted only for **full** contact hours rounded off to the quarter hour. For continuing programs, when individual segments are less than 60 minutes, the sum of the segments may be considered one total program (i.e., four 30-minute presentations would equal 120 minutes and should be counted as two contact hours).

Category A: Formal Group Activities

This category includes all continuing education courses for which academic credit and/or continuing education units (which are translated into CEPs) are awarded. The category also includes institutes, seminars, short courses, workshops, and lecture series which are planned, coordinated, administered and evaluated in terms of learning objectives and for which academic credit and/or continuing education units are awarded.

Category B: Formal Individual Activities

This category includes activities geared to individual effort for which either academic credit or continuing education units are awarded by an approved provider. Credit may also be granted in this category for activities taken outside the fields of information, library, and media education provided it is relevant (for example, management courses at a business school). Among the types of activities included in Category B are:

1. Home Study Programs – home study is enrollment and study with an educational institution which provides lesson materials prepared in a sequential and logical order for study by a student on his/her own. When each lesson is completed, the student mails the assigned work to the school for correction, grading, comment,and subject matter guidance by qualified teachers. Corrected assignments are returned immediately to the student. This exchange provides for a personalized student-teacher relationship.

2. Independent Study – independent study programs should be documented, including subject of study, objectives, and outline of contents. If the independent study is not taken in an academic setting and credit or continuing education units are not awarded, the activity should be listed in Category D.

3. Internships – this activity must be sponsored and administered by an approved provider, in an academic setting, for which academic credit or continuing education units are awarded.

Category C: Informal Group Activities

This category includes learning activities in a group mode which do not have the formal structure of activities included in Categories A or B and/or for which no academic credit or continuing education units are awarded. It includes, but is not limited to, activities such as:

1. System Workshops, Seminars, Institutes – those activities which are planned, coordinated, administered, and evaluated in terms of learning objectives, but for which no academic credit or continuing education units are awarded, should be claimed in this category.

2. Library-Related Association Meetings – these activities are planned with specified objectives for target audiences and involve evaluation of the program presented. Participants are required to submit a written summary, including the type of information described in activity #4 below.

3. Journal Clubs – journal club activity consists of discussing preassigned articles from professional journals by members of the club (suggested number of articles per session: 5-10).

4. Study Groups – this type of activity consists of preplanned programs which provide for group participation on specific and limited topics on which participants have made presentations before group meetings. Participants in study groups must document their participation with a written summary that includes provider, title and description of program, date(s), location, and number of contact hours.

5. Lecture Series – attendance at preplanned lecture series around specific topics, with stated objective(s) and with an evaluation process included, but which does not qualify as a "Formal Group Activity". A written summary, including the type of information described in activity #4 above, is required.

6. Newspaper Courses – short courses, lectures, seminars or workshops offered by the newspaper, whose stated objectives are relevant to the participant's continuing education are included. A written summary, including the type of information described in activity #4 above, is required.

Category D: Self-Directed Learning, Consultation, Self-Assessment Activities

This category includes individual learning activities for which no academic credit or continuing education units are awarded. If a self-instruction program is offered by a provider that gives academic credit or continuing education units, the activity should be included in either Category A or B. Some of the activities included in Category D are listed below. A written summary addressing the questions listed in Category I is required for all activities in this category.

1. Self-directed learning – these activities provide for the use of learning materials which include, but are not limited to, nonsupervised audiovisual materials; continuing education delivered by open and closed television networks, broadcasts and satellites or radio, with or without two-way communication, electronic teaching aids and devices (but without local supervision); computer-assisted instruction programs; programmed printed materials and packages; and reading of information, library, media publications such as journals, papers, technical reports, research studies, etc. Full bibliographical reference(s) and abstract of content are required.

2. Consultation – consultation received if it meets the definition of a "planned program"—one that covers a subject area in the scope and depth that is appropriate for the intended audience and that is planned, administered and evaluated in terms of educational objectives that define a level of knowledge or a specific performance skill to be attained. Each consultation period should cover a minimum of one contact hour, but no more than two contact hours can be claimed for this activity regardless of length. A written summary of objectives and content covered must be submitted for each consultation activity.

3. Self-assessment – time may be claimed for taking self-assessment examinations. To be acceptable, the examination must be scored and the results made known to the participant so he/she may plan continuing education programs based on the needs so identified. Continuing education activities undertaken by an individual in preparation for a self-assessment examination or later on the basis of the results of the self-assessment examination should be claimed in the category for which they are designated or for which they qualify.

4. Audiovisual Materials – this activity includes use of materials such as videotapes, audiotapes, films, filmstrips, slides, etc., if the learning materials are organized to meet clearly defined objectives and are evaluated.

Category E: Publications

1. Papers, Articles, Books, Reports – the appropriate number of contact hours (see Conversion Chart) may be claimed for an information, library, media-related book, article, publication, each chapter in an information, library, media-related book or equivalent educational material that is authored and published or produced. An article must be published in a recognized information, library, or media journal, that is, one that is published by an organization which is read primarily by those in the profession. Credit may be claimed only once for the educational content regardless of the format (article, paper, chapter in a book, etc.) even though it may be used repeatedly in different formats.

2. Book Reviews – credit for a review may be claimed providing it appears in a recognized journal (see definition above).

Category F: Presentations

Presentations must be made to information, library, media-related groups. Each presentation must be at least one contact hour in duration. For each hour of presentation, two additional hours may be claimed for preparation.

Category G: Teaching/Consulting

This category includes courses, workshops, seminars, etc. given the first time. For each hour of student-contact teaching or consultation, two additional hours may be claimed for preparation. Credit may not be claimed by professors for those classes which are part of their regular paid position. For repeat presentations, the instructor will receive no credit unless it can be demonstrated that the subject matter involved was changed sufficiently to require additional study or research.

Category H: Participation in Library/Related Association Activities

Credit may be claimed for holding an elected association office and for serving as committee chairman. To qualify for the contact hours for offices held, the individual should specify the nature of the benefit received and the type of learning gained. A breakdown of the varying amounts of contact hours for association activities is included in the Conversion Chart. Activities in Category H include:

1. National association officer or committee chair with statement of benefit received and type of learning gained.

2. Regional or state officer, committee chair, or journal editor with statement of benefit received and type of learning gained.

3. National, state, regional, local committee member.

4. Local officer or committee chair with statement of benefit received and type of learning gained.

5. Program responsibility for library, information, media-related, preplanned programs which have specific objectives and include an evaluation process and with documentation of participation.

Category I: Other Learning Experiences

This category includes any meritorious continuing information, library, media education experiences that are not appropriate for any of the other categories. Examples might be exchange-of-position programs (learning in another library for a specified period) and internships and practica for which no academic credit or continuing education units are awarded. In claiming Category I hours, the following questions about the learning experience must be answered in the Learning Activity Report:

1. What continuing education need was this experience designed to meet?
2. How was this continuing education experience need determined?
3. What was the learning objective(s)?
4. What was the knowledge level or skill that was achieved?
5. What were the activities that were used to meet this objective?
6. What educational techniques were used in the continuing education program?
7. Who was the instructor or learning consultant with whom the activity was planned and/or carried out?
8. How was the experience evaluated in terms of meeting the learning objective?
9. How many hours were spent in the activity?
10. What were the inclusive dates of the experience?
11. Where was it done?

Determination of the number of contact hours (and subsequently CEPs) to be awarded for any experience in this category will be made by the participant's validator.

Conversion Chart
Assignment of Contact Hours For
Continuing Education Activities

Category	Type of Activity	Unit of Measure	Contact Hours (10 Hours = 1 CEP)	CEPs
A	**Formal Group Activities**			
	Academic Courses			
	Semester Credit	1	15	1.5
	Trimester Credit	1	14	1.4
	Quarter Credit	1	10	1.0
	Semester Audit	1	8	.8
	Trimester Audit	1	7	.7
	Quarter Audit	1	5	.5
	Institutes	60 minutes	1	.1
	Seminars	60 minutes	1	.1
	Short Courses	60 minutes	1	.1
	Workshops	60 minutes	1	.1
	Lecture Series	60 minutes	1	.1
B	**Formal Individual Activities**			
	Home Study Program	Average completion time in minutes.	½ average completion time.	
	Example: If average is 600 minutes to complete, 600 ÷ 60 = 10 ÷ 2 = 5 contact hours			.5
	Academic Independent Study	Average completion time in minutes.	½ average completion time.	
	Internship, fellowship, or education for Post-Master's Certificate	Academic year of:		
		Full time study	50	5.0
		Half time study	25	2.5
C	**Informal Group Activities** *(require written summaries)*			
	System Workshops, Seminars, Institutes	60 minutes	1	.1
	Library-Related Association Meetings	60 minutes	1	.1
	Journal Clubs	60 minutes	1	.1
	Study Clubs	60 minutes	1	.1
	Lecture Series	60 minutes	1	.1
	Newspaper Courses	60 minutes	1	.1
D	**Self-Directed Learning Consultation, Self-Assessment Activities** *(require written summaries)*			
	Self-directed learning projects			
	Use of nonsupervised audiovisual devices	60 minutes	1	.1
	Educational TV without local supervision	60 minutes	1	.1
	Use of programmed educational materials (i.e., teaching machines)	60 minutes	1	.1
	Consultation (no more than 2 contact hours for each consultation can be claimed regardless of length).	120 minutes	2	.2
	Self-assessment (time spent in taking self-assessment tests and audits). Activities taken as a result of self-assessment programs should be claimed in appropriate category.	60 minutes	1	.1
	Audiovisual Activities	60 minutes	1	.1

Conversion Chart
Assignment of Contact Hours For
Continuing Education Activities

Category	Type of Activity	Unit of Measure	Contact Hours (10 Hours = 1 CEP)	CEPs
E	**Publications**			
	Articles in recognized journals			
	Research			
	Single authors	1	10	1.0
	Senior authors	1	8	.8
	Coauthors	1	5	.5
	Information sharing			
	Technical reports	1	1	.1
	Single author	1	10	1.0
	Coauthor	1	5	.5
	Books			
	Whole			
	Single author	1	40	4.0
	Coauthor	1	20	2.0
	Chapter	1	10	1.0
	Book reviews in recognized journals (critique)	1	1	.1
F	**Presentations and Exhibits**			
	To professional audiences (only first time given); includes audiovisual presentations	1	10	1.0
G	**Teaching**			
	Courses, workshops, seminars, etc., given first time (example: if course has 8 contact hours, teacher could receive 16 hours for preparation + 8 hours of presentation = 24 contact hours)	60 minutes presentation x 3	3	3.0
H	**Participation in Association Activities**			
	Officer/director/committee chair	1 year of service	10	1.0
	Committee member/journal editor	1 year of service	5	.5
	National delegates	1 year of service	2	.2
I	**Other Learning Experiences** *(see explanatory notes)*	To be determined by validator		

D P I

Wisconsin Department of Public Instruction
PUBLIC LIBRARIAN CERTIFICATION APPLICATION
PI 2450 9/85 S. 43.09(1)

CERTIFICATION/RECERTIFICATION FEE
Grade 1 or Grade 2 ..... $20.00
Grade 3 or Grade 4 ..... $10.00
This nonrefundable fee covers handling costs.

INSTRUCTIONS: Complete Sections I, VII and the Section which pertains to the grade for Certification/Recertification for which you are applying. Enclose proper fee and either official transcripts or copy of diploma where appropriate. For recertification, attach copies of validated Annual Report Forms. Submit with entire completed form to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES
125 SOUTH WEBSTER
P.O. BOX 7841
MADISON, WI 53707

I. GENERAL

Name *Last, First, Middle Initial*

Former Name *If used on previous application.*

Address *Street, City, State ZIP*

Certification Requested *Check one*

☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4

Recertification Requested *Check one*

☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4

Current Position

Library where currently employed

Public Library System *if library is a member*

II. GRADE 1

Complete only if applying for Grade 1 Certification

- Attach copy of diploma signifying library degree earned, or statement to that effect from director or other authorized library school officer
- Complete the following only if graduate of an unaccredited library school:

Library Where Employed	Position Held	Dates of Employment	Name of Immediate Supervisor

III. GRADE 2

Complete only if applying for Grade 2 Certification

- Attach copy of diploma signifying undergraduate degree earned or statement to that effect from registrant or other authorized officer.
- Attach official transcript indicating courses completed in public library administration, selection of all types of library materials, organization of library materials, and reference and information services.

IV. GRADE 3

Complete only if applying for Grade 3 Certification

- Attach official transcript indicating courses completed in two years study in a college or technical institution.

Date Basic Library Management for Public Librarians, A-50, U.W. Extension was completed.

V. GRADE 4

Complete only if applying for Grade 4 Certification

Date of High School Graduation

Date Basic Library Management for Public Librarians, A-50, U.W. Extension was completed.

VI. RECERTIFICATION

- Individuals certified at Grades I and II levels are required to accumulate (as validated) 15 CEPs in the five-year period prior to recertification.
- Individuals certified at Grades III and IV levels are required to accumulate (as validated) 10 CEPs in the five-year period prior to recertification.
- Attach copies of validated Annual Report Forms.

VII. SIGNATURE

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature

Date Signed

FOR DPI USE Recommendations

☐ Fee Received ☐ Transcripts Received
☐ Diploma Received ☐ Annual Report Forms Received

Original copy—Division for Library Services Yellow Copy—Applicant Pink Copy—Validator

Wisconsin Department of Public Instruction
LEARNING ACTIVITY REPORT
s.43.09 (2),(3)
PI-2453

INSTRUCTIONS: Complete and submit annually to validator along with the Annual Summation of Learning Activities, PI-2454. Refer to the Conversion Chart in the *Wisconsin Certification Manual for Public Librarians* for assistance.

Name *Last, First, Middle*	Social Security No.

Mailing Address *Street, City, State, Zip*

LEARNING ACTIVITY DESCRIPTION

Describe activity; include relationship to present position and/or career advancement. Attach written summary if required.

Activity Dates From	To	Location	Total No. Contact Hours	CEP Equivalent

Provider *if applicable*

Category *Check and attach written summary where applicable*

- ☐ A. Formal Group Activities
- ☐ B. Formal Individual Activities
- ☐ C. Informal Group Activities
- ☐ D. Self-learning, Consultative
- ☐ E. Publications
- ☐ F. Presentations and Exhibits
- ☐ G. Teaching
- ☐ H. Association Activities
- ☐ I. Other *Specify*

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge

Signature of Participant	Date *Mo./Day/Yr.*

Wisconsin Department of Public Instruction
ANNUAL SUMMATION OF LEARNING ACTIVITIES
s.43.09 (2),(3)
PI-2454

INSTRUCTIONS: Complete and submit annually to validator. Retain form as evidence of continuing education for five year recertification.

Name *Last, First, Middle*		Social Security No.
Mailing Address *Street, City, State, Zip*	Certification Date	Certification Level

LEARNING ACTIVITY LIST

Provider and Activity	Inclusive Dates	Category *Refer to Conversion Chart*	No. of CEP's	Validated Yes	Validated No	Validated Pending
		Total CEP's				

I HEREBY CERTIFY the the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator	Date *Mo./Day/Yr.*

Wisconsin Public Library Systems Continuing Education Validators

Arrowhead Library System
17 North Franklin Street
Janesville, WI 53545
(608) 755-2490

Indianhead Federated Library System
3501 Golf Road
Eau Claire, WI 54701
(715) 839-5082

Kenosha County Library System
Kenosha Public Library
7979 38th Avenue
Kenosha, WI 53142
(414) 656-8058

Lakeshores Library System
730 Wisconsin Avenue
Racine, WI 53403
(414) 636-9211

Manitowoc - Calumet Library System
Manitowoc Public Library
808 Hamilton Street
Manitowoc, WI 54220
(414) 683-4863

Mid-Wisconsin Federated Library System
Fond du Lac Public Library
32 Sheboygan Street
Fond du Lac, WI 54935
(414) 921-3670

Milwaukee County Federated Library System
Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233
(414) 278-3210

Nicolet Federated Library System
Brown County Library
515 Pine Street
Green Bay, WI 54301
(414) 479-3443

Northwest Wisconsin Library System
Ashland Industrial Park
P.O. Box 440
Ashland, WI 54806
(715) 682-8027/682-2365

Outagamie Waupaca Library System
Appleton Public Library
225 N. Oneida Street
Appleton, WI 54911
(414) 735-6190

Sheboygan County Library System
Mead Public Library
710 Plaza 8
Sheboygan, WI 53081
(414) 459-3412

South Central Library System
201 W. Mifflin Street
Madison, WI 53703
(608) 266-4181

Southwest Wisconsin Library System
Route 2, Box 51-B
Fennimore, WI 53809
(608) 822-3393

Waukesha County Federated Library System
Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186
(414) 548-7997

Winding Rivers Library System
LaCrosse Public Library
800 Main Street
LaCrosse, WI 54601
(608) 784-3151

Winnefox Library System
Oshkosh Public Library
106 Washington Avenue
Oshkosh, WI 54901
(414) 236-5220

Wisconsin Valley Library Service
Marathon County Public Library
400 First Street
Wausau, WI 54401
(715) 847-5535